



Human Resources

949 West Alameda Street, Santa Fe, NM 87501
Phone: 505-992-9880 Fax: 992-9895
Email: www.santafecountynm.gov

Job Title: Physician's Assistant

Department/Division:	Corrections		
Salary:	\$40.2029-\$60.3044/hr	Range:	59
Position Status:	Full-Time/Classified		
FLSA Status:	Not Covered		
Closing Date:	October 31, 2016		
Job #:	10-2016-030		

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Provides medical services to the inmates at the SFC Adult Detention Center, (SFCADC), the SFC Youth Development Program (SFCYDP), and the SFC Adolescent Residential Center (ARC) during incarceration, in compliance with National Commission of Correctional Health Care (NCCHC) standards and Departmental procedures and under the supervision of the Medical Director.

Essential Job Functions:

- Performs health evaluations of inmates, including review of medical information obtained by other health care providers; reviews and/or completes the history of an inmate's previous medical, psychiatric, dental treatment and immunizations; reviews results of lab and other diagnostic tests; physically examines inmates for presence of pathology;
- Establishes diagnoses for medical problems; prescribes treatment and a follow-up plan or abnormal conditions; documents pertinent normal and abnormal findings in the medical record.
- Prescribes treatment for inmate's medical conditions, including further diagnostic procedures, monitoring vital signs, pharmacotherapeutic agents, admission to and release from health care facilities (SFCADC medical unit, hospital, emergency room),, curative or palliative interventions (surgery, prosthetic devices, special diets, etc.) and initiates referrals to other physician specialists.
- Documents results of physical examinations, diagnoses and treatments in the individual inmate's medical record using the SOAP charting format; assures the

maintenance of medical confidentiality and complies with Department and other statutory requirements concerning release of medical information.

- Participates in studies of major health problems affecting inmates and makes recommendations to the Medical Administrator (MA) for meeting these problems.
- Advises and recommends to the MA, Jail Administrator and Department Director changes on policies, practices and security requirements relating to the healthcare delivery system.
- Works with the MA and the Medical Director in the development of written protocols for the identification of the types of medical problems presented by inmates during incarceration, treatment and follow-up care to be provided on-site and written standards to monitor the adequacy of services provided.
- Obtains written informed consent, according to Department procedures, from inmates prior to administration of any medically diagnostic or treatment procedure which poses a material risk of substantial pain or harm to the inmate; provides information and consultation to inmates and their designated families, as requested, about medical findings and prescribed treatments.
- Provides medical information to Department employees, other health care providers as necessary to assure continuity of prescribed treatment and programmatic function of the inmate and to maintain the safety and security of the institution; participates with other members of the health care team in the development of individualized treatment plans for inmates requiring special medical supervision.
- Provides on-call medical coverage in accord with the SFCADC on-call policies and procedures; performs emergency medical interventions; assists in the preparation of staff and equipment for emergency medical response.
- Performs work according to guidelines and procedures for maintenance of a secure environment in the correctional setting; represents the Department in court as determined necessary by the SFC Legal Department concerning health care delivery; models staff-to-inmate and staff-to-staff pro-social behavior; assumes responsibility for professional growth and continued education; maintains current unrestricted NM licensure as a Physician Assistant.
- Works under the direct supervision of the Medical Director for supervision of clinical services and under the Medical Administrator for supervision in relation to SFCADC administrative policies and procedures. Provides medical services under the general guidance of the scope of practice for Physician Assistants, as provided by laws of the State of New Mexico.

(Any one position may not perform all duties listed nor is this inclusive of all duties performed.)

Knowledge / Skills :

- Ability to write legible reports in English using correct grammar
- Ability to add, subtract, multiply, divide and calculate percentages.
- Ability to effectively interact with others; express thoughts logically;
- Ability to communicate verbally;

- Ability to react quickly and appropriately to emergency situations.

Minimum Qualifications

- Must have an unrestricted Physician Assistant's license to practice in the State of New Mexico.
- Must have a Basic Life Support (BLS) certification. Must possess an Advanced Cardiac Life Support (ACLS) certification.
- Pass Triple I background check.

Working Conditions:

Work is performed in a correctional facility office and clinical setting. Work schedule shall include evening, weekend, holiday and on-call hours. Frequent standing, walking, sitting, bending, lifting (25 lbs max.), drag up to 175 lbs; must be able to deal effectively and therapeutically with dysfunctional behavior. Participants may be argumentative and confrontational at times, requiring quick reflexive responses. May be subject to exposure to health hazards including emergency or dangerous situations which may result in personal injury, death, or hostage situations and to infectious diseases carried by detainees. May be exposed to emotional and job induced stress and tension. Some travel may be required. Incumbent will be subject to random pat down searches. May be subject to exposure to CRT's and VDT's.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Drivers License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Submit Applications to:

**Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501**

Resumes will not be accepted in lieu of the official Santa Fe County employment application.

Proof of education, certificates and/or endorsements must be attached to each application.